



Department of Housing and Community Development

**August 10, 2006
NOTIFICATION OF VACANCY**

**Associate Director of Special Needs Housing
and Homeless Service Programs
(Program Administration Manager III)**

POSITION #00336

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

SALARY RANGE:

\$60,000-\$80,000

DUTIES AND RESPONSIBILITIES:

An exciting opportunity exists with the Department of Housing and Community Development for an Associate Director of our Special Needs Housing and Homeless Service Programs. The individual will provide strategic management and program implementation directed to providing housing resources for populations with special housing needs, including but not limited to the homeless, elderly, disabled and veterans. Responsibilities include supervising operations of programs targeted to homelessness and special needs housing development and services; managing and implementing the Commonwealth's Emergency Shelter Grants, State Shelter Grants, Child Services Grant Coordinator Grants, Child Care for Homeless Children, Homelessness Intervention and Prevention Program and HOPWA programs and effectively manage human and fiscal resources. The selected individual will be responsible for implementing these programs and initiatives in accordance with federal, state and agency policies and procedures and in a manner that will result in the maximum benefit to the citizens of the Commonwealth.

QUALIFICATIONS GUIDE:

Considerable knowledge of state and federal housing programs and policies related to homeless services and special needs populations; experience in the administration of housing-related grant and service programs and to communicate effectively orally and in writing with a diverse client base. Proven ability to effectively organize and supervise the work of a professional staff and to facilitate staff development; to interpret and apply program policies and regulations in a wide variety of conditions and settings; to analyze data and program outcomes and apply findings to program improvements and innovations. Significant problem solving abilities and capacity to apply problem solving to program specific situations. Demonstrated knowledge of state budget and legislative process desirable. Degree in housing, urban and regional planning, social work, community development, public administration, business administration or related field preferred or equivalent combination of training and experience. Experience in managing programs, personnel supervision and managing fiscal resources, implementing programs targeted to housing services for the homeless and special needs populations.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION
THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 8, 2006.***

***For additional information contact our Human Resource Office, at (804) 371-7000
Equal Opportunity Employer***